

State Youth Council
Meeting Minutes
July 14, 2005, 11:00 a.m. – 12:30 p.m.
University of Phoenix
5373 S. Green Street
Room #108
Salt Lake City, Utah

Attending: Jan Zogmaister, National Battery Sales, Chair
Tom Darais, Dept Human Services
Valynn Bevan, Clearfield Job Corps
Rickie Bryan, AFL-CIO
Marv Johnson, USOE
Wayne Griffin, DCFS – Uintah Basin
Cecil Robinson, Northern Region
Becky Cox, Western Region

DWS Staff: Jane Broadhead, Administration
Rod Barlow, Central Region
Julie Lay, Mountainland Region
Diane Lovell, Central Region
Bob Gilbert, Eastern Region
Lesnie Foster, North Region

Guests: Brandon Sewell, WIA Youth, Mountainland

Excused: Rich Parks, Salt Lake County, AmeriCorps
Scott Williams, Bear River Regional Youth Council Chair

Absent: Paul Jackson, Central Region Youth Council Chair
Gary Oliver, Southeastern Region Youth Council Chair
Jim Jensen, Boys and Girls Club of Greater Salt Lake
Paul Otto, Weber Basin Job Corps
Lynnette Robinson, Parent of Former Participant
Pam Russell, Division of Child and Family Services

I. Welcome and opening business, Jan Zogmaister, Chair

Jan Zogmaister welcomed the group and two new members, Valynn Bevan from the Clearfield Job Corps, and Becky Cox from Western Region Youth and Family with Promise. Becky chairs the Western Region Youth Council.

A. Approval of January 13, 2005 Minutes

Jan asked for a motion to approve the minutes from January 13, 2005. Ricky Bryan moved to approve the minutes; Tom Darais seconded the motion, none were opposed, motion carried.

B. Approval of contract recommendation, Salt Lake County YES Program (Central Region), and Futures Through Training (Wasatch Front North Region).

DWS announced Request for Proposals in the past year in Eastern, North and Central Regions. The results include a contract with Futures Through Training in the Wasatch Front North area, and Salt Lake County Youth Employability Services (YES) in Central Region. There were no qualified respondents to the RFPs in Eastern Region and Bear River area of North Region, and DWS delivers services.

DWS writes contracts for a one-year period, with the possibility of four additional one-year extensions when the contractor's monitoring results indicate compliance. Both financial and program delivery compliance are monitored annually. The program compliance requirement is 88%, which also means there is no more than a 12% error rate. When preliminary findings indicate an error rate greater than 12%, the provider must correct records to bring service delivery within the required level, or risk losing the contract.

The State Youth Council needs to vote approval of the Salt Lake County YES Program and Futures Through Training contracts to provide WIA youth service. These were existing vendors who provided the service previously; however, we are not extending current contracts, but approving new contracts resulting from RFP announcements. There was a question about the presence of youth council membership on RFP decision-making committees. Jan clarified that a Regional Youth Council member is on each evaluation committee, and it is a meticulous process. Marv Johnson made the motion to approve the contractors Ricky Bryan seconded the motion; none were opposed, the motion carried.

Note: After the meeting, Diane Lovell, Central Region Council Coordinator, informed Jan Zogmaister and Jane Broadhead that the Central Region Youth Council has not yet approved the Salt Lake County YES contract. The SYC prematurely approved the YES program. Jan carried the SYC recommendation regarding Futures Through Training to the State Council for final ratification. The Central Region Youth Council will entertain a motion for approval of the Salt Lake County YES program contract at their meeting in August. The SYC will entertain a motion of approval, again at the October meeting. When approved, the Chair of the SYC will ask for final ratification at the State Council meeting in October.

C. Recognition of Excellence, Jane Broadhead

Jane attended the DOL sponsored Workforce Innovations 2005 Conference in Philadelphia earlier this week. The key themes of the conference were innovation, integration and transformation. Over 3000 people from across the country attended. Utah nominated the Transition to Adult Living (TAL) initiative

for the Recognition of Excellence award in the category of Recognizing Special Populations in the Workforce. TAL creates the infrastructure for improved services and outcomes for youth aging out of the foster care system.

There were ninety-five projects across the country nominated, and three received recognition, a winning project and two honorable mentions. Utah's TAL initiative received an honorable mention. Jane participated on a panel discussion about serving high-risk youth, and gained a great deal of knowledge from attending the conference, and several states would like to implement projects similar to TAL. She passed the plaque around the room.

Jane mentioned that she would like to recognize excellence within our Council. Today is Jan's last meeting as Chair of the State Youth Council as her term on the State Council ends. Jan has dedicated over fifteen years to council functions in the North Region and at the State level. She was one of the original private business members invited to assist with creating the new Department of Workforce Services in 1997. Jan has boundless enthusiasm for ensuring the delivery of high quality services to Utah's youth. She has repeatedly exceeded the expectations of a community volunteer. Jane thanked Jan for her excellence and dedication and presented her with a gift of appreciation from the State Youth Council. Jan graciously accepted the gift and thanked the members for the gift and their efforts on behalf of Utah's youth.

II. Review performance outcome and budget reports and leadership development projects across the State, Jane Broadhead

Jane provided a quick review of the performance outcomes and budget reports, and the Regional Leadership Development projects.

Performance Outcomes

We reviewed the nine performance measures, and Jan reminded regions to pay attention to the failed measures:

- Older Youth Entered Employment—72.3%, should be 75%, failed measure by 2.7%
- Older Youth Employment Retention—76.6%, should be 81%, failed measure by 4.4%
- Younger Youth Skill Attainment—73.9%, should be 89%, failed measure by 15.1%

Jan congratulated Regions for meeting or exceeding the following measures:

- Older Youth Earnings Change—\$3166, exceeded requirement by \$466
- Older Youth Credential Attainment—62.6%, exceeded requirement by 2.6%
- Younger Youth Diploma Attainment—67.6%, exceeded requirement by 6.6%
- Younger Youth Retention—68.5%, exceeded requirement by 1.5%
- Participant Satisfaction—74.8%, exceeded requirement by 3.8%
- Employer Satisfaction—77%, exceeded requirement by 4%

The Regional Outcomes chart at the bottom of the report reflects each Regions results.

Jan reminded the group that Regional Youth Councils are responsible for oversight of WIA youth providers, whether they are contractors or DWS. She asked the Regional Youth Council Chairs and DWS staff at the table to make sure to review the Skill Attainment measure, and determine if the failure is staff generated or system generated. Either way, encourage providers to correct errors in an attempt to improve the outcome. Jane indicated that the annual report is due in October, and we have until early September to make necessary corrections.

Marv asked what feeds into the Skill Attainment measure. Jane explained that the three categories are Basic Skill Improvement, Work Readiness Skills, and Occupational Skills. Once the goals are set, youth have one year to attain them. The basic skill improvement goal is very important and youth assessed as functioning below the 9th grade level in reading comprehension or math must set a Basic Skill Improvement goal.

There was a question about what is leading us to being so far behind in the Skill Attainment measure, -15.1%. The design of the UWORKS system captures the data. However, if the Employment Counselor does not record the achievement on the anniversary of when it was set, or before, it automatically reports as not attained. Brandon talked about the improvements in his region (Mountainland), and said they created an Excel spreadsheet to monitor goals. Although they are still failing the measure, theirs is the Region nearest attainment. He reminded the group that the requirement is essentially 90%, a goal that is hard to achieve with all younger youth. His region is at 83.3%, which is very close to the requirement. Jane and Jan encouraged Regional Youth Council Chairs to remind providers of the requirements and ask them to make corrections by early September.

Someone asked if the focus on out-of-school youth (OSY), (who are generally older youth) affects the outcome levels. Rod contributed that it could be a factor. The fewer youth exiting the program, the more dramatic the outcome percentages appear. Jane reminded the group that the requirements for PY04 increased dramatically over prior years. DWS completed negotiations for PY05 outcomes with DOL, and the requirements increased slightly. She indicated that we have done amazingly well given the requirements.

Budget

The WIA law and regulations require at least 30% of WIA youth funds be spent on OSY. The State Youth Council increased the requirement in Utah to 50% for program year 2004, July 2003 to June 2004. We expect that level to continue in PY05, July 2005 to June 2006. Jane reported that based on the State Fiscal Year 2005 WIA Youth Expense and Obligation Analysis dated 06/16/05, 66.09%

of funds have been spent on OSY. She thanked the Regions and their providers for efforts on behalf of OSY.

Leadership Development

Jane drew attention to the Leadership Development Project summaries in the State Council binder, and the Western Region summary in the packet handed out at the beginning of the meeting. Successful projects occurred across the State.

III. Communications and Awareness sub-committee report, Tom Darais

Tom spoke about the newsletter. They have settled into a process without quarterly meetings, and having conference calls as necessary. The sub-committee is working well and the newsletter is high quality. They still have the vision that the newsletter can continue to evolve, and improvements often occur.

What does the Council think about it? The group concurred that it is an excellent newsletter, which reports of Regional happenings, and the successes of youth we serve. Jan asked if contributors are meeting the deadlines. Tom and Julie both indicated that people are getting better at timeliness. The process is really working well. Julie mentioned that Pat Swenson is the graphic artist responsible for the professional quality of the newsletter. Jan asked Julie to thank Pat for her efforts on this project.

Julie reminded the group that the sub-committee decided the content should reflect what the youth are doing, instead of being an advertisement for the provider. She suggested that we would like more pictures of youth from the regions. Some regions submit a lot and others do not submit any. Make sure you get consent releases signed when submitting photos. She indicated that the youth enjoy seeing themselves.

We are dedicating the October edition to outstanding youth, and there will not be the normal focus on a particular region. Julie mentioned she is keeping the distribution list, and if anyone would like to add, feel free to contact her. She sends it to SYC and State Council members, youth highlighted in the edition, DWS Regional Directors and Utah legislators. It is also available on the SYC web page at: <http://jobs.utah.gov/edo/StateCouncil/Youth/dwsdefault.asp>. They discussed out-of-state distribution. There is not yet a deadline for the October edition, but it is likely to be middle to the end of September.

Tom mentioned that it is a pleasure working with Julie. Jane agreed with Tom and said she appreciates Julie's excellent work. Tom asked if there were any additional questions. There were none.

IV. Transition to Adult Living report, Pam Russell

Pam was not in attendance, Jane reported. Work done at the State level over the past two years is ready to be implemented at the local level. Transitions to Adult Living Community Partners Orientations are occurring across the State this

summer. There was an Orientation in the North region yesterday, and three occurred in Western Region earlier this week. Rod reported that the Central Region conducted their first orientation on June 27, and is planning for the rest.

Once the orientations are completed, regional groups should form to create Local Partnership Agreements. These agreements will detail the responsibilities of partner agencies, so the pathway for high-risk youth is easy for moving from agency to agency. The North Region conducted a pilot project, and other Regions should use their agreement as a boilerplate.

Lesnie and Jan reported on yesterday's summit in the North Region. Representatives from public schools attended, and one of the outcomes is a promise of better communications between WIA youth providers and schools.

Jane added that after her presentation about TAL earlier this week, there are a number of states interested in following our lead.

V. WIA Youth Service Priority System, group discussion

Jane referred members to the handouts in the packet. She reminded us of the group meeting of the State Council and SYC held in March, (which replaced the regularly scheduled April meeting). The purpose of the March group meeting was to solicit comments from members for the WIA and Wagner/Peyser 2-Year Plan. (The 2-Year Plan was due to DOL in May, and required a 30-day public comment period.)

One of the Plan requirements was to re-work the WIA Youth Regional Service Priority System, form 316Y. Jane conducted an e-mail vote regarding the changes, and a quorum responded positively. We will discuss the changes today, and create instructions for Regional Youth Councils as they assign point values and set cut-off levels. Since WIA funds are not great enough to serve all eligible youth, the 316Y is a system that allows Regions to objectively select youth who are most in need, for service.

In the Training and Employment Guidance Letter 3-04, DOL requires states to provide increased services to youth in foster care, youth offenders, youth who have aged out of foster care, migrant youth and children of incarcerated parents. The packet handed out early in the meeting contains definitions of these five highest risk youth categories. Jane researched the occurrence of these youth in counties across the State. There are six pages of demographic information summarizing the highest risk groups, divided by DWS region and counties. (There is an error in the summary of migrant youth. The demographics for Tintic School District appear on the list in Kane County. Tintic is in Juab County.) The current WIA Youth Regional Service Priority System documents from the seven DWS areas in Utah are also included.

Jane's recommendation is that we assign the five highest risk groups a "point" value of 5 to 8, and the remaining barriers get 0 to 4 points. The group did not agree with the idea, and discussion followed.

Someone asked if DOL approved the Waiver Request submitted in the 2-Year Plan. The waiver asked to extend categorical eligibility of youth in foster care, to those who have aged out of foster care. It also asked to categorize youth affected by the foster care system and youth offenders as OSY regardless of their actual school status. DOL did not approve the waiver. We will have to include the barrier categories not already mentioned in WIA law, into the At Risk youth barrier list decided by the state. Those categories are migrant youth, children of incarcerated parents and youth who have aged out of foster care.

Bob asked, "Shouldn't the OSY be in the highest risk group?" Jane said yes; however, the higher level of service to the out-of-school population reflects in the percentage of WIA money spent on OSY. Rod mentioned that OSY/high school dropout is already a category on the 316Y. Bob then asked a follow-up question about the impact of service levels to higher risk populations, including OSY on performance outcomes.

Leslie Shortt created performance outcome reports on youth in foster care and youth offenders. Data indicates that neither category negatively affects outcomes.

- The foster care youth achieve commensurate results with the overall WIA youth population.
- Young offenders tend to return to incarceration at a high level, and institutionalized youth are not included in the performance outcome calculation.

Jane explained that performance outcome levels benchmark on achievements in prior years. As we continue to achieve, the requirements increase.

Jan directed the conversation back to the form 316Y. She reminded the group that we created the form originally, and listed the most important barriers at the top. She suggested we change the order of the categories on the form to again reflect the highest risk youth near the top. She also suggested that Regional Youth Councils assign the highest point values to the five highest risk categories. The group concurred.

Someone asked for the deadline for Regions to make adjustments. The deadline is November, and Jane would like to attend the Regional Youth Council meetings for discussion of this issue.

There was a circular discussion about the definition of migrant youth. After many recommended changes, the group agreed to leave the definition as it is. Cecil made a motion to accept the definitions as written. Wayne seconded it, and the

motion carried. There was no additional discussion. Jane will alter the 316Y and send it to the group.

VI. Other Business

Jan referred to the WIA and Wagner/Peyser 2-Year Plan, and brought the groups attention to page 45. She reminded us that an ad hoc committee of SYC and DWS representatives worked on the RFP boilerplate some time ago, and the instructions for WIA youth Request for Proposals are in the 2-Year Plan. She also reminded the group that DOL expects us to follow the process as outlined. It is a good outline.

There was no other business.

VII. Public Comment

There was no public comment at this time.

Schedule Next Meeting: Council of Councils – October 13-14, 2005
Provo, Utah

Adjourn: Meeting adjourned at 12:30 PM